

Job Announcement

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Opening Date:	November 21, 2014	Closing Date:	Open Until Filled
Job Title:	Administrative Assistant IV	Position Type:	Regular Full Time
PIN:	000917	FLSA Status:	Non-Exempt
Location:	District 1, Baltimore City Baltimore, Maryland (Wabash)	Grade/Entry Salary:	J9 \$36,189 - \$43,021
Financial Disclosure:	No		(Depending on Qualifications)

Regular State employees subject to promotion/demotion policy

Essential functions: The Administrative Assistant performs highly technical secretarial work involving responsibility for facilitating general departmental management details for the Administrative Clerk. This position performs advanced level office management functions on a daily basis requiring considerable, in-depth knowledge of administrative, technical, and/or human resources procedures, rules, and practices. The Administrative Assistant prepares, composes, and routes all information from the Administrative Clerk's office to multiple offices throughout the District Court and maintains statistical information about the court. In addition, the incumbent manages the filing system for the office and prepare files that need to be retained or destroyed, compiles and maintains databases from information received from various departments and agencies, utilizes the GEARS system to process invoices, submit travel expense reports, and create purchase requisitions, serves as HR Liaison backup, and assists in the Administrative Judge's chambers with telephone inquiries, questions on Court policy, ordering supplies, and preparing correspondences. This position performs all other duties as assigned.

Education: High school diploma or GED.

Experience: Four years of experience providing secretarial, clerical or administrative work involving the use of a personal computer, word processing, and spreadsheet software.

Preferred: Associate's Degree. 2-4 years of court experience with proficiency in Microsoft Office.

Skills/Abilities: Knowledge of District Court procedures, rules, practices, and regulations. Knowledge of basic office management principles and practices. Ability to communicate in a patient and tactful manner and to effectively convey directions, instructions, and information. Ability to work with sensitive information and documents and to be able to maintain confidentiality. Ability to pay strong attention to detail in reviewing documents for completeness and accuracy. Ability to create and maintain an office filing system. Ability to analyze records, reports, and other business and financial information. Ability to accurately prepare and process a variety of reports, records, and documents using standard office equipment and systems such as database, spreadsheet, and word processing software. Ability to perform the essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) stating position title, location and PIN number. Materials must be received in the Human Resources office at the address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for materials sent to any other address.

Maryland Judiciary, HR Dept.
580 Taylor Ave, Bldg A1
Annapolis, MD 21401

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check and is required to submit a completed Maryland Judiciary employment application. Employees must be United States citizens or eligible to work in the United States.